

Chevy Chase Village Board of Managers' Meeting

March 9, 2015

***Note:** These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance.*

BOARD OF MANAGERS

Michael L. Denger, Chair	Present
Patricia S. Baptiste, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Absent
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Chief of Police	Present
Michael Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Melissa Wiak, Community Liaison/Administrative Assistant	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Mr. Michael Denger, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:33 p.m.

Approval of Minutes from the Board's Regular Meeting held February 9, 2015

Minutes of the Board's regular meeting held on February 9, 2015 were circulated to the Board prior to the meeting. Mr. Denger requested the following amendments to the draft minutes:

- Page 4, line 12: after the word, "efforts", insert "directed: to".

Mr. Crockett moved to approve the minutes of the Board of Managers' regular monthly meeting held on February 9, 2015, as amended. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Approval of Minutes from the Budget Work Session held February 23, 2015

Minutes of the Budget Work Session held on February 23, 2015 were circulated to the Board prior to the meeting.

Mr. Crockett moved to approve the minutes of the Board of Managers' Budget Work Session held on February 23, 2015, as drafted. Ms. Leonard seconded the motion. Mr. Denger, Ms.

Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Committee Matters

Ethics Commission

Ms. Baptiste moved to appoint Stuart Gerson (East Irving Street) for a 3-year term as a member of the Ethics Commission. Mr. Crockett seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Financial Review Committee

Mr. Crockett moved to appoint Louis Morsberger (Cedar Parkway) as Chair of the Financial Review Committee. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's Report was distributed prior to the meeting. No action was taken by the Board.

Interim Update on Informational Developments Regarding Community Food Waste Recycling (Composting) Program

Mr. Younes provided information on neighboring communities' food waste recycling programs, as well as pricing information provided by the *Compost Crew* for a potential program in the Village. Discussion followed.

The Board directed staff to draft an informational flyer for inclusion in the Village Crier describing how a composting program could work, stating that the collection would be arear-yard pickup (as required by the Code and as done for current recycling and refuse collection), with potential proposed pricing information and soliciting residents' feedback in a potential program as outlined above. The flyer should indicate that the Village could secure an added savings for residents if 50 or more households participate. Residents interested in joining the community food waste recycling program with the Compost Crew will be asked to respond to the Village office.

Staff Presentation and Discussion: Draft Budget for the Fiscal Year Beginning July 1, 2015 (FY 2016)

The Draft budget for the fiscal year beginning July 1, 2015 (FY2016) was circulated to the Board prior to the meeting. Discussion followed.

No comments were heard from the floor and no action was taken by the Board.

Village Hall Traffic Study

Ms. Davis-Cook presented a status report on meetings conducted by the staff with residents of homes proximal to the Village Hall regarding the Board's preferred traffic calming plan as determined by the Board at its regular meeting on February 9, 2015. Discussion followed.

The Board directed staff to have the Village's contracted traffic engineering firm, A. Morton Thomas, modify the preferred plan as follows and to proceed with preparing final design and construction plans for the improvements:

1. *Remove the raised crosswalk proposed for Laurel Parkway.*
2. *Remove the two (2) designated municipal vehicle parking spots proposed on Laurel Parkway.*
3. *Designate the parking spaces behind the Village Hall/Public Works yard as municipal vehicle parking only, during work hours.*

The Board also directed staff to study operational and/or service adjustments that can be made in order to decrease the size of the dumpster held in the Public Works yard that holds the refuse generated in the Village Hall and the bulk items (special pick-ups) collected from homes each Wednesday.

Contractual Matters

Purchase Authorization Request

- **Spring Tree Plantings from Stadler Nursery**

Ms. Leonard moved to authorize the purchase of forty (40) trees of varying species from Stadler Nursery in support of spring 2015 tree planting operations in the amount of \$7,642.50. Mr. Crockett seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett and Ms. Leonard voted in favor of the motion. The motion passed.

Contract Authorization Request

- **Newsletter Printing: American Reprographics, Inc.**

Mr. Crockett moved to authorize the Village Manager to enter into a contract with American Reprographics, Inc. for the performance of reproduction and distribution services of Chevy Chase Village's monthly newsletter (the Crier). Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Matters Presented for Board Discussion and Possible Action

- **Proposed Scope/Terms for the Refuse & Recycling Contract**

Mr. Younes outlined that the Village's current refuse/recycling contract will expire at the conclusion of the fiscal year and is required to be re-bid. In response to concerns raised by some residents of the community, Mr. Younes asked the Board to provide guidance on how the compensation model should be outlined within the Request for Bids, specifically:

1. Should a minimum living or prevailing wage be set for this and other Village contracts? Currently, Montgomery County's living wage is set at \$14.15 per hour (FY2015).

2. Should the Village require that benefits, such as medical insurance and paid holidays (and if so, which holidays), be provided to employees of Village contractors?
3. Should modifications to the frequency of refuse/recycling collection be made?

Discussion followed.

Mr. Crockett moved to direct staff to include a minimum living wage provision in all future Village service-related contracts, in accordance with the rate set forth and as future amended by Montgomery County; no further benefits or holiday compensation requirements will be included in Village contracts. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed. The Board did not discuss nor take a position on the frequency of refuse and recycling collections.

- **Pedestrian Light in the Boxwood Area off of Chevy Chase Circle; Amended Action on New Streetlights (Approved February 2015)**

Mr. Younes presented a report on the costs and logistical requirements to install a traditional PEPCO pole and streetlight in replacement of the existing freestanding lamppost in the boxwood area in front of 5 Chevy Chase Circle. Mr. Younes also reported on the increased cost estimate from PEPCO to install the three additional streetlights in various locations in the Village, which was approved by the Board at its regular meeting on February 9, 2015. Discussion followed.

Ms. Baptiste moved to authorize the Village Manager to enter into a contract with a licensed electrician to re-energize the existing freestanding lamppost located within the boxwood in front of 5 Chevy Chase Circle, at a cost not to exceed \$500; and to direct the Village Manager to enter into a purchase contract with PEPCO for the installation of three (3) new light emitting diode (LED) cobra-head streetlights in front of 5908 Cedar Parkway, in front of the Village Hall on Laurel Parkway, and on Brookville Road (side yard of 36 Quincy Street), to address existing dark spots as approved by the Board on February 9, 2015, at the increased cost totaling \$5,342. Mr. Denger seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

- **Proposed Modifications to the Village Hall Landscaping**

Village Arborist Dr. Tolbert Feather presented his proposed landscape plan for the south west side of the Village Hall to replace declining areas of the landscaping around the Village Hall, along with the replacement of two (2) dead Kwansan Cherry trees located on the Connecticut Avenue side of the building. Discussion followed.

Ms. Baptiste moved to approve Dr. Feather's recommended landscape plan for the Village Hall grounds, contingent upon receiving comments from the Parks & Greenspaces Committee which is scheduled to meet and review the draft plan on March 23, 2015. Mr. Crockett seconded the

motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Commission/Committee Reports

ad hoc Bob Elliott Memorial Garden Committee: Planning Status Report

Committee staff liaison Mr. Younes provided an update on the Bob Elliott Memorial Garden. Discussion followed.

The Board directed staff to work with Lila Fendrick to determine what elements of the proposed design could be implemented in phases in an effort to reduce the cost of the project while proceeding with the primary aspects of the plan this spring.

Tree Committee: Proposed Arborist Private Property Tree Inspection Program

A memo from the Village Tree Committee proposing a private property tree inspection program was circulated to the Board prior to the meeting. Discussion followed.

There were no motions to proceed with the proposed program.

Legislative Update: Board review of draft letter to County executive Re: Independent Transit Authority Initiative (ITA)

A draft letter to the County Executive, thanking him for removing his proposal for an ITA from consideration during this year's state legislative session, and encouraging the Executive to ensure community involvement in any future proposal, was circulated to the Board prior to the meeting.

The Board approved the draft letter, and requested that courtesy copies also be sent to the Montgomery County Council.

Police Report

The Police Report was distributed prior to the meeting. Discussion followed. No action was taken by the Board.

Manager's Report

The Manager's Report was circulated prior to the meeting.

An email from the Village's Environment & Energy Committee was circulated to the Board prior to the meeting, in which the committee advised that the Little Falls Watershed Alliance and the Town of Somerset had agreed to fund the travel and speaking expenses for Professor Douglas Tallamy to speak at the committee's next lecture in its Sustainable Living Lecture Series.

The Board asked Ms. Davis-Cook to convey its appreciation to the committee for successfully securing funding for the lecture. The Board supported the continuance of the committee's lecture series in the Hall and authorized providing refreshments for the series.

Adjournment

Mr. Crockett moved to adjourn the meeting. Ms. Leonard seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed. The meeting adjourned at 10:05 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.